

## City of Gardner Position Description

### ENGINEERING TECHNICIAN

*Position Title:* Engineering Technician  
*Department:* Public Works  
*Reports To:* City Engineer  
*Salary Range:* 5  
*FLSA Status:* Non-Exempt (eligible for overtime pay)  
*Last Update:* March 1, 2006

#### **Job Summary:**

The Engineering Technician performs responsible work in the Engineering Division performing all inspections of public improvement projects under construction to determine and secure compliance with the construction plans and construction design standards and assists the City Engineer with design, drafting, research, reports, record keeping, and all other aspects of the City Engineer's functions.

#### **Job Scope:**

This employee reports to the City Engineer and does not have supervisory responsibility for subordinate personnel.

#### **Essential Duties and Responsibilities:**

- Inspects all public improvement projects to assure construction is in conformance with the plans and specifications, City Codes and policies.
- Reviews asphalt and concrete testing results.
- Performs asphalt and concrete field testing and measurements.
- Approves field changes.
- Ensures corrections are made when deficiencies are noted.
- Reviews as-builts for accuracy.
- Keeps detailed and accurate records of daily activities on all public improvement projects; submits weekly and monthly summaries of those reports to the City Engineer.
- Reviews contractors pay requests to determine accuracy of costs and the progress of the projects.
- Assists the City Engineer in design, drafting, easement preparation, project research, report writing, and review of construction plans for public improvements.
- Informs the City Engineer of any existing or potential problems regarding public improvement projects.
- Assists the City Engineer with maintaining all city engineering records and maintains the city mapping system.
- Assists the Codes Administrator, when necessary, with engineering inspections relating to building permits and site work.

#### **Education, Certification and Experience Requirements:**

High school diploma or G.E.D. and a Certified Engineering Technician designation with a minimum of 3 years experience in the application of design and construction of public improvements or any equivalent combination of training and experience that provides the required knowledge, ability, and skill. Requires possession of a valid drivers license.

#### **Skills, Knowledge and Abilities:**

A thorough knowledge of the materials, testing methods, and practices used in the design and construction of public improvement projects. Knowledge of the City standards for public improvement projects; considerable knowledge of City codes and subdivision regulations. Ability to recognize faulty construction or unsafe working conditions for public improvement projects, to read and interpret plans and specifications and to recognize deviations from such construction plans, and to be able to make design judgment decisions in the field. Ability to enforce construction standards and contract specifications firmly, tactfully, and impartially. Ability to exercise independent and logical reasoning and judgment when performing work tasks or communicating with others. Ability to operate a computer for general correspondence, record keeping, design, and mapping. Familiarity

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with word processing, spreadsheet applications, AutoCAD, and GIS software applications such as ArcView and ArcInfo. Basic knowledge of construction surveying. Ability to communicate clearly and concisely, orally and in writing, and maintain effective working relationships with superiors, other employees, and the general public.

### **Tools and Equipment Used:**

Personal computer including word processing and spreadsheet applications; AutoCAD, and GIS software applications such as ArcView and ArcInfo; telephone; copier; facsimile, and vehicle.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light physical work requiring the ability to walk and/or climb over rough or difficult terrain, ability to work outside in inclement weather conditions, visual acuity to inspect projects, ability to communicate with co-workers and general public, and the ability to work safely in hazardous situations. While performing the duties of this job, the employee is also required to sit and talk and hear. The employee is frequently required to walk; use hands to operate, finger, handle or feel objects, tools, or controls; and reach with hands and arms.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee normally works both outside and within an office environment. Noise levels range from moderately quiet to very noisy.

### **Selection Guidelines:**

Formal application; rating of education and experience; oral interview and reference check. Job related tests may be required.

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*The City of Gardner is an equal opportunity employer. Any applicant/employee with a disability as defined in the Americans with Disabilities Act may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.*

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.